

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

LICENSING SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To conduct licensing and criminal background investigations of applicants for City liquor and other licenses; and to review and approve security plans submitted by business owners as required by City Ordinance.

Supervision Received and Exercised:

Receives direction from a Sergeant or other supervisory or command staff.

May provide technical or function direction to part-time clerical support staff, volunteers, or interns.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Receive, review and process applications for new or renewal liquor licenses, special event permits, or other business licenses requiring Police Department involvement.
- Conduct criminal background investigations of license applicants to include criminal history checks and fingerprint information; review police reports and other related documentation bearing on liquor or other licensing issues.
- Conduct on-site inspections of facilities, as appropriate; approve or recommend disapproval of licenses on behalf of department.
- Utilize a computerized data base to maintain records of license applications processed and disposition; prepare statistics and summaries of inspections conducted, or other reports and documentation as required; make presentations before Police Chief, City Council, or State regarding denials of liquor licenses.

CITY OF TEMPE

Licensing Specialist (continued)

Police Department

- Review business security plans on behalf of Police Department; make site inspections of facilities to evaluate security related matters and makes recommendations to owner/operator.
- Negotiate and enter into security plan contracts on behalf of department; keep records of approved plans and notify appropriate persons regarding failures of businesses to comply with security plan provisions of City Ordinance.
- Keep superiors informed of problems encountered with specific businesses or events as regards licensing or security plans; orient new police officers and other employees regarding City security plan and liquor licensing requirements.
- Act as departmental liaison with the Arizona Department of Liquor and Control, other city departments, other police agencies, the business community, and the general public as regards liquor licensing and security plans.
- Serve as departmental representative on a number of City boards and committees regarding areas of responsibilities.
- Provide work direction to office support personnel as regards to recordkeeping aspects of the work.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience conducting background investigations or business licensing inspections.

Training:

Equivalent to the completion of the twelfth grade and some training relating to obtaining and interpreting criminal history and fingerprint information.

Licenses/Certifications:

May require the possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

CITY OF TEMPE

Licensing Specialist (continued)

Police Department

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 3662

Salary Range: 26

Compensation Plan: P40 / Regular

FLSA: Non-Exempt